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# Washington State Division of Vocational Rehabilitation

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2009 7.01 Plan

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Lynnae Ruttledge, Director

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## Introduction

The Division of Vocational Rehabilitation [DVR] is committed to an active partnership at the state and local level with all Tribal Vocational Rehabilitation programs in the state. DVR has staff assigned to provide direct services and liaison functions with all Washington State Tribes.

A Memorandum of Understanding between federally funded Tribal Vocational Rehabilitation Programs, the Division of Vocational Rehabilitation and the Department of Services for the Blind is updated annually. The MOU guides and supports these collaborative relationships based on mutual respect and the desire to ensure American Indians and Alaska Natives with disabilities receive necessary services to ensure their independence and inclusion in the work force. The 2009 MOU, Addendum 2, is located on pages 21-25. Current Tribal VR Program Directors' contact information may be found at the Tribal VR Programs link on DVR's internet site: <http://www.dshs.wa.gov/dvr/QuickLinks/TribalPrograms.aspx>

DVR is divided into three service areas, rather than six DSHS Regions. Addendum 1, a DVR Area map with contact information for DVR's three Area Managers can be found on page 20. The 2009 plan combines the 7.01 work of the three DVR Area Managers, our Division Director and our statewide liaison with tribal governments.

DVR is pleased to highlight two instances of additional funding it is providing to tribal programs and tribal related activities in Federal Year 2009 to ensure continuation of client services and cultural competency training.

1. DVR is providing client services monies this federal fiscal year to the Chehalis and Skokomish Tribal VR programs to enable them to continue services to their current clients after their federal grant monies were not continued.
2. DVR is providing \$15,000 support for the Tribal Mental Health Conference sponsored by the North Sound Mental Health Administration to ensure this important training and networking conference that draws statewide participation is delivered despite difficult economic times. This conference provides unique opportunities not available in other venues for cultural competency training and direct service system networking that improves services to American Indian and Alaska Native customers.

This year begins a transition for DVR in its tribal relations and its 7.01 plan development. DVR has traditionally focused its 7.01 plan development with Tribal VR programs. They are key partners in our core mission to empower

people with disabilities to achieve a greater quality of life by obtaining and maintaining employment. We are increasing our efforts to develop 7.01 plans with all Federally Recognized Tribes and Recognized American Indian Organizations to increase our compliance with Policy 7.01 guidelines and expectations.

The 2009 7.01 plan reflects the fact that 7.01 planning for DVR currently occurs in multiple formats and venues. Some Tribal VR programs have chosen to create, as a group, one 7.01 plan with one area of DVR. These generally are developed and reviewed during quarterly Area meetings of DVR and Tribal VR Programs. Some Tribal VR Programs have elected to create an individual 7.01 plan with DVR. Others have participated in a group DVR Area 7.01 plan for some issues in addition to requesting an individual 7.01 plan with DVR. We are working to ensure tribes that currently participate in DVR Area group 7.01 plans are aware of the option to develop individual 7.01 plans with DVR if they wish. Some tribes have developed initial 7.0 1 plans with DVR.

This variety is reflected in the 2009 plan which includes Area 1 and Area 2 group 7.01 plans, several individual tribal and RAIIO 7.01 plans, and a 7.01 plan documenting statewide tribal initiatives and activities. These are clearly works in progress.

We look forward to the enhancing our partnerships with Tribal Governments and Recognized American Indian Organizations to ensure quality and comprehensive delivery of vocational rehabilitation services to all American Indians and Alaska Natives with disabilities in Washington State that wish to use and are eligible for DVR services.

## Statewide/Headquarters Tribal Relations 7.01 Plan

### Policy 7.01 Plan and Progress Report

Timeframe: July 1, 2008 to June 30, 2009

Annual Due Date: April 2 (Submit Regional Plan submitted to the Assistant Secretary) and April 30 (Submit Assistant Secretary's Plan submitted to IPSS).

Implementation Plan				Progress Report
(1) Goals/Objectives	(2) Activities	(3) Expected Outcome	(4) Lead Staff and Target Date	(5) Status Update for the Fiscal Year Starting Last July 1
1. Each DVR Area will meet quarterly with Tribal VR programs.	Areas 1 and 2 meet quarterly each year with the Tribal VR programs. Area 3 has developed individual 7.01 plans with Tribes and is participating in the RTCC1.	Strengthened collaboration, improved services to customers	David Hankinson, Ron Falberg, Teresa Kutsch, Avreayl Jacobson	See attached Area 7.01 plans
2. Tribal VR staff will be invited to participate in DVR staff training	Invitations sent to Tribal VR Directors, as trainings occur.	Enhanced staff skills leading to services that better meet customers' needs	Dona Fuerst, Avreayl Jacobson, Kelly Franklin.	Tribal VR staff invited to statewide Motivational Interviewing and Benefits Planning trainings and local area trainings.
3. Ticket To Work [TTW] Trainings to Tribal VR and Tribal programs	Training offered to Tribal VR Directors	Tribal VR programs will be acquainted with new funding streams and TTW programs that remove barriers to employment	Avreayl Jacobson	12/2/08-TTW training provided to DSHS Reg. 3 Tribal VR programs.
4. Annual meeting to review and update MOU with American Indian Vocational Rehabilitation Programs, DVR and the Department of Services for the Blind	12/9/08 meeting in Yakima  2009 meeting will be scheduled earlier in the fall	Strengthened working relationships continue. Opportunity for formal discussion and decision making is institutionalized	Lynnae Rutledge, Kelly Franklin, Ron Falberg, David Hankinson, Teresa Kutsch, Avreayl Jacobson, Duane Johnson	12/9/08 meeting with AIVRP, DVR and DSB. MOU updated. As of 3/31/09, signatures completed by all signatories except Nisqually Tribe.
5. Support to Tribal VR programs that lost Federal grant funds	Chehalis and Skokomish Tribes will receive money to continue serving current clients.	DVR will support the continued services to current Tribal VR customers	Lynnae Rutledge, Lorie Christoferson, Avreayl Jacobson	Contract executed to provide funding for 12/15/08 to 09/30/09.

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(1) Goals/Objectives	(2) Activities	(3) Expected Outcome	(4) Lead Staff and Target Date	(5) Status Update for the Fiscal Year Starting Last July 1
6. There will be governor appointments of tribal government representatives to the State Independent Living Council [SILC] and the Washington State Rehabilitation Council [WSRC].	-Lummi Tribe representative on SILC  -Colville Tribe representative on WSRC	The work of SILC and WSRC will meet the needs of American Indians/Alaska Natives. The needs and strengths of tribal governments will be included in decision making and policy direction.	Rob Honan, Joelle Brouner, Lynnae Rutledge.	There is tribal representation on SILC and WSRC.
7. DVR will support and send DVR leadership and field staff to the Yakama Nation's 2008 Disabilities Conference.	-DVR provided conference planning, development and resources as requested  -DVR leadership support for staff participation.	Mutual opportunities for extended learning and discussion will enhance policy and service development, and understanding of services provided by Tribal VR programs.	Lynnae Rutledge, Kelly Franklin, Ron Falberg, Teresa Kutsch, Duane Johnson, Avreayl Jacobson	-Local DVR staff, with special support by VR Supervisor, Duane Johnson, provided to Yakama VR staff.  -DVR staff participation included senior leadership members, two area managers, multiple supervisors, local DVR tribal liaisons and statewide liaison.
8. Ensure 2009 Tribal MH Conference sponsored by the North Sound Mental Health Administration occurs	-DVR will provide \$15,000 support and staff liaison to facilitate planning.  -DVR will send staff to conference.	Continuation of an important and valuable conference that enhances staff skills and customer services.	Avreayl Jacobson, Ron Falberg, Lorie Christoferson, Kelly Franklin	-DVR staff is participating on conference planning committee.  -Conference will occur June 10-11, 2009.
9. DVR will expand its 7.01 planning activities with all Tribes and RAIOS	-Provide 7.01 briefing to key staff responsible for 7.01 planning.  -Technical assistance available to Area Managers and related staff.  -Statewide tribal liaison supports relationship building	DVR will have 7.01 plans with all Tribes and RAIOS	Kelly Franklin, Ron Falberg, David Hankinson, Teresa Kutsch, Cindy Murray, Sherri Mason, Genie Ybarra	-7.01 Briefing provided 10/7/08.  -Area 1 sent letters to all Tribes and RAIOS requesting tribal contact to begin 7.01 planning for those without a current 7.01 plan with DVR. Specific outreach to Suquamish and Port Gamble as requested.  -Area 2 included issues in the regular meetings.  -Area 3 developed individual 7.01 plans with all tribes.

## DVR Area 1 Group 7.01 Plan

### Policy 7.01 Plan and Progress Report

Timeframe: July 1, 2009 to June 30, 2011

Annual Due Date: April 2 (Submit Regional Plan submitted to the Assistant Secretary) and April 30 (Submit Assistant Secretary's Plan submitted to IPSS).

Implementation Plan				Progress Report
(1) Goals/Objectives	(2) Activities	(3) Expected Outcome	(4) Lead Staff and Target Date	(5) Status Update for the Fiscal Year Starting Last July 1
1. Provide pertinent statistics on American Indian community and participant populations.	Prepare and disseminate data on number of applicants, plans and closures	Provide awareness of the number of American Indians receiving VR services.	David Hankinson Area 1 Manager	Statistics are provided at each quarterly meeting of DVR and Tribal VR programs.
2. Increase number of American Indian staff	Forward all DVR job openings to the Tribes.	Higher % of American Indians working for DVR	Administrative Assistants: Cindy Murray	All DVR job announcements are sent to Tribal VR programs.
3. Increase communication with Tribes.	1. Invite Tribes to quarterly meetings with DVR Liaison staff; 2. Provide educational information on the array of available VR services as requested; 3. Assist in creating joint training partnerships with ICW, Early Learning, and DDD 4. Email all external job postings and VR pertinent information to Tribes from various sources in the community.	Opportunity to discuss issues impacting VR services and to develop stronger partnerships between DVR, DDD, ICW, Early Learning and Cowlitz Tribes; coordinate a public forum with all partnerships.	Supervisors and VR Tribal Liaison staff and Area Cowlitz Tribes.	1-Quarterly meetings continue. 2-Examples of information shared: assistive technology, how to use new state employment system [careers.wa.gov], Cowlitz Tribe shared their modification of DVR's WorkStrides curriculum into a medicine wheel format, Squaxin Island shared storytelling to increase cultural awareness of DVR staff. 3-Joint partnerships are a new addition. Work will begin in coming year. 4-Job announcements from any outside entities such as WorkSource, Pierce and Thurston Counties are forwarded to Tribal VR programs. Bill analysis training offered.
4. Identify all Tribal Health Centers, High Schools, Colleges and Universities; Tribal Indian Child Welfare and Family Service Departments.	Assign VR Liaison staff to perform outreach and provide DVR orientation/presentations; utilize local Tribal Newsletters and share publications of success stories to further educate local Tribal communities about the availability of DVR services.	Increase referrals for DVR services from these Tribal entities	DVR Supervisors and DVR Counselors	New item. Work will proceed in the coming year.

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(1) Goals/Objectives	(2) Activities	(3) Expected Outcome	(4) Lead Staff and Target Date	(5) Status Update for the Fiscal Year Starting Last July 1
5. Implement local Tribal agreements, protocols, MOU's, contracts and processes.	1. Identify needs of Tribes and negotiate goals and measurable outcomes 2. Tribes will identify liaisons for DVR to ensure on-going communication of information is shared with regards to program needs	Improved communication	Lynnae Rutledge, Director David Hankinson Area 1 Manager, Kelly Franklin Field Service Administrator, Avreayl Jacobson 02/2009	1a. Statewide AIVRP/DVR/DSB MOU updated Dec. 2008. 1b. Vendor fee for service contracts for Tribal VR programs to serve non-Natives in their service area have been offered to all Tribal VR programs, March 2009. Cowlitz and Nisqually Tribes have expressed interest. 2. Work in progress
6. All Key personnel will have knowledge of Federal and State American Indian Law.	Participate in required training	Completion of 7.01, Gov. to Gov., Centennial Accord and other pertinent training.	David Hankinson, Area 1 Manager 12/31/2009	Training will be on-going as needed by DVR staff. All new staff will be trained by December 2009.
7. Cultural awareness through tribal trainings of DVR staff	Shari Hughes, Cowlitz VR Program Director, will participate in the DVR New Employee Orientation training given at least twice a year, and also be available to train at DVR Unit Meetings.	Cultural awareness that will benefit our customers with Tribal relations.	Administrative Assistant, Cindy Murray, DVR Training Administrator Dona Fuerst, Shari Hughes, Cowlitz.	-Shari Hughes has provided at least three trainings to date. -Squaxin Island staff provided cultural awareness training at Area 1 Tribal quarterly meetings.
8. DVR to assist Cowlitz Tribe in understanding their role of serving customers who are not enrolled in an official Cowlitz Tribe registry.	A meeting with DVR and Tribal to discuss services that the Cowlitz Tribe could provide to customers. Utilization of assessment information.	Cowlitz Tribe would become a Vendor for DVR. Shorter wait time for joint customers to receive services.	David Hankinson, Area 1 Manager 5/2009	-Initial meeting has occurred. Contract in development and negotiation.
9. DVR to sponsor and host tables at various Tribal Fairs and Health events.	1. DVR will host table at Cowlitz Health Walk Saturday September 19, 2009. 2. DVR will collaborate and assist Cowlitz with two disability Fairs in 2009. 3. DVR will collaborate and assist Cowlitz with one employment fair in 2009.	DVR will be more visible to Cowlitz Tribe members, and will build relationships with tribal services.	Supervisors, Tina Bredengerd and Cindy Williams.	Part of 7.01 Plan with Cowlitz Tribe



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(1) Goals/Objectives	(2) Activities	(3) Expected Outcome	(4) Lead Staff and Target Date	(5) Status Update for the Fiscal Year Starting Last July 1
10. Monthly meeting with Cowlitz Tribe and local DVR office liaison and supervisor.	1. Discuss customer needs 2. Build relationships that lead to better process for our customers.	Better service to joint customers, quicker response time.	Supervisors, Tina Bredengerd and Cindy Williams	Monthly meetings are occurring
11. DVR to provide letters of support for Cowlitz Tribe in grant proposals.	DVR will write three letters of support in 2009 for two disability fair grants and one self-employment fair.	DVR will participate in Fairs held by the Cowlitz Tribe in 2009.	David Hankinson Area 1 Manager, Avreayl Jacobson	DVR will provide letters of support as requested by Tribe
12. Meeting with all Tribes in Area 1 to build a 7.01 plan tailored to the needs of each tribe.	1. Send letter to all Tribes and RAIOS in Area 1. 2. Set individual appointment with tribes to discuss tailored plan. 3. Send second request with follow up of 7.01.	7.01 plans that are meeting the needs of the Tribes and our joint customers.	David Hankinson, Area 1 Manager	1. Letters sent Dec. 3, 2008. 2. DVR met with Cowlitz Tribe Feb. 2009 and Nisqually Tribe March 5, 2009. All other Tribes and RAIOS have not responded to DVR invitation. 3. DVR send 2 <sup>nd</sup> letter and email to all Tribes and RAIOS to initiate 7.01 planning process.
13. Support needs of Skokomish Tribal VR	1. Write letter of support for federal VR grant application. 2. Meet with Tribal Social Services to share information on DVR 3. DVR to participate in health fairs as requested by Tribe. 4. Provide support to continue client services.	Better customer services, expand VR services to Skokomish Tribal members and increase referral sources.	Kelly Franklin, Cindy Murray, David Hankinson, Avreayl Jacobson, Lynnae Rutledge	1. Completed August 2008 2. Completed Summer 2008 3. No request received from Tribe to participate in health fairs or information sharing following initial meeting. 4. Client service dollars provided by DVR through Sept. 30, 2009 to continue services to current clients when federal grant funding discontinued.
14. Ensure 7.01 plan is a living document by adding new content and identifying specific review plan	Add information from quarterly DVR Area 1/Tribal VR meetings to ensure 7.01 plans reflect work and interests of participants.	Better communication with the Tribes and a better understanding of the Tribal Culture which results in customer satisfaction.	David Hankinson, Area 1 Manager.	-7.01 plans will be reviewed at monthly Tribal/DVR meetings that are occurring with specific tribes. If modification assistance is needed, area senior leadership and state tribal liaison are available to provide support. -A current tribal proposal is under consideration to use one quarterly Tribal VR/DVR meeting to review the 7.01 plans.

## Area 1 Nisqually Tribe 2009 7.01

### Policy 7.01 Plan and Progress Report

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Implementation Plan				Progress Report
(1) Goals/Objectives	(2) Activities	(3) Expected Outcome	(4) Lead Staff and Target Date	(5) Status Update for the Fiscal Year Starting Last July 1
1. Provide pertinent statistics on American Indian community and participant populations and brain storm a better process that would prevent Native Americans and Alaskan Natives from slipping through the cracks.	Brainstorm with Tribe at monthly, quarterly meetings on ways to catch Native American and Native Alaskans that slip through the cracks and are unserved by Tribe.  Work with State VR to better identify Native Americans.	Provide awareness of the number of American Indians receiving VR services.  Provide services to underserved population.	David Hankinson Area 1 Manager Amanda Kipfer, VRC	Provided numbers at Quarterly Meeting. Provided updated numbers at meeting March 5 <sup>th</sup> . Discuss numbers during Monthly meetings.
2. Increase communication with Tribes.	1. Meet Monthly with the Nisqually Tribe VR and Social Service programs 2. Invite Tribes to quarterly meetings with DVR Liaison staff; 3. Provide educational information to Tribes on the array of available VR services as requested; 4. Email all job posting and VR pertinent information to Tribes from various sources in the community. 5. Nisqually VR program will provide a Newsletter to Pat Raines and Amanda Kipfer	Opportunity to discuss issues impacting VR services and to develop stronger partnerships between DVR, DDD, ICW, Early Learning and Cowlitz Tribes; coordinate a public forum with all partnerships.	Supervisors and VR Tribal Liaison staff and Nisqually Tribe.	The first meeting between VRC Kipfer and VRC Ford was held at the end of March. Continue meeting monthly. VRC Ford attending Quarterly Meetings in 2008. Numerous training was held during Quarterly Meeting to include Careers.wa.gov, Assistive Technology, and Benefits planning. Sent internal training schedules to VR Quarterly group throughout the year. Sent monthly emails to VR Quarterly group of job postings received by Area 1 office. Newsletters it will be forwarded to VRC and VRS.
3. Implement local Tribal agreements, protocols, MOU's, contracts and processes.	1. Identify needs of Tribes and negotiate goals and measurable outcomes 2. Tribes will identify liaisons for DVR to ensure communication of on-going program needs information is shared	Improved communication	Lynnae Rutledge, Director David Hankinson Area 1 Manager, Kelly Franklin Field Service Administrator, Avreayl Jacobson 02/2009	MOU completed early 2009. Area 1 office will work with Nisqually and State DVR office to explore vendor status for tribe.

## Policy 7.01 Plan and Progress Report

Annual Due Date: April 2 (Submit Regional Plan to the Assistant Secretary) and April 30 (submit Assistant Secretary's Plan to IPSS).

Implementation Plan				Progress Report
(1) Goals/Objectives	(2) Activities	(3) Expected Outcome	(4) Lead Staff and Target Date	(5) Status Update for the Fiscal Year Starting Last July 1
4. All key personnel will have knowledge of Federal and State American Indian Law.	Participate in required training	Completion of 7.01, Gov. to Gov., Centennial Accord and other pertinent training on-going as needed for VR staff.	David Hankinson, Area 1 Manager 12/31/2009	Trainings schedules have been made available to all new staff at DVR. Authorization to attend training has been given.
5. Meet monthly with the Nisqually Tribe VR and Social Service programs to further communication and provide consultation	1. Discuss customer needs 2. Build relationships that lead to better process for our customers.	Better service to joint customers, quicker response time.	Supervisors, Patrick Raines, Amanda Kipfer, VRC	First meeting between VRC Kipfer and VRC Ford was held at the end of March. Continue meeting monthly.
6. Nisqually Tribe to provide brochures on tribal VR program services. Will stock 25 to 50 brochures in the DVR office at the WorkSource Thurston.	1. DVR staff will contact Nisqually VR program for more brochures when they reach 25 in office. 2. Each individual identified as Native American attending WorkSource Thurston DVR orientation will receive a brochure.	Provide better customer service to Native Customers and facilitate a referral to Nisqually Tribe and the tribal VR program.	Pat Raines, VRS and Amanda Kipfer, VRC	Calls as needed.
7. Assist with VR Summit to build referrals process to VR programs.	1. Set meeting with Nisqually VR and Social programs to explore Summit options. 2. Area 1 Staff to explore funding resources for joint Summit with Nisqually Tribe.	Facilitate better communication with Tribes in Area 1.  Build relationships with tribal members, increase referrals to State VR programs.	David Hankinson, Area 1 Manager	Will set up a date to review this plan with the Nisqually Tribe VR and Social Service programs.

## Policy 7.01 Plan and Progress Report

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Implementation Plan				Progress Report
(1) Goals/Objectives	(2) Activities	(3) Expected Outcome	(4) Lead Staff and Target Date	(5) Status Update for the Fiscal Year Starting Last July 1
8. DVR to provide letter of support for Nisqually to get CARF certification as required for Community Rehabilitation Program (CRP) vendor status	1. Nisqually to give dates for letter to be written. 2. Nisqually to work with State VR and other Tribes in area who have CARF certificate for assistance as needed. 3. State VR to provide letter of support for Nisqually Tribe CARF certification.	CARF Certificate Nisqually to become a vendor for State VR to serve customers who are not enrolled in a tribe and fall through the cracks for culturally appropriate services.	David Hankinson, Area 1 Manager	Have asked State Office to provide letter upon request from Nisqually.
9. Cultural Education for State VR Staff	1. Nisqually VR and Social Service programs will invite State VR staff to cultural events to educate VR staff in cultural issues 2. Nisqually VR will assist with providing educational information at Quarterly Meetings.	Better understanding of tribal customer needs.  Build trust with tribal members and State VR liaisons.	Amanda Kipfer, VRC	No event held since this addition of this item.
10. Training provided by State VR to Nisqually VR program staff via monthly meeting, quarterly meeting, scheduled training sessions at State VR program.	1. Email dates of training sessions offered by State VR. 2. Bring training to Quarterly meeting.	Shared techniques and best practices.	David Hankinson, Area 1 Manager, Cindy Murray, Administrative Assistant	A number of training opportunities were offered during Quarterly Meetings to include Careers.wa.gov, Assistive Technology, Benefits planning
11. State VR will work with Transition students and tribal schools to provide better services to youth in the tribal community.	1. Nisqually VR and Social Services with introduce Amanda Kipfer to Linda McLeod, Education Director and will assist with Transition referrals.	State VR to assist more tribal youth with transition.	Amanda Kipfer, VRC	Addition of new item.

## DVR Area 2 Group 7.01 Plan

### Policy 7.01 Plan and Progress Report

Timeframe: July 1, 2007 to June 30, 2008

Annual Due Date: April 2 (Submit Regional Plan submitted to the Assistant Secretary) and April 30 (Submit Assistant Secretary's Plan submitted to IPSS).

Implementation Plan				Progress Report
Goals/Objectives	Activities	Expected Outcome	Lead Staff and Target Date	Status Update for the Fiscal Year Starting Last July 1
1. Provide statistics on numbers of Area Tribal members who are served/waiting to be served by DVR	Prepare a report of all customers who have self-identified as members of the Lummi, Nooksack, Samish, Sauk-Suiattle, Stillaguamish, Swinomish, Upper Skagit, and Tulalip Tribes.	Tribes will have updated information on how many members are receiving VR services	Ron Falberg, DVR Area 2 Manager Quarterly	Statistics have been provided to individual tribes as requested on members who have open cases and currently receiving services from DVR.  In addition, other relevant data for Tribal 121 RFP's including consultation for the 121 grant has been provided and requested. Orientation, Tribal affiliation, general information.
2. Ensure that efforts are made by DVR to recruit/hire American Indian staff to meet the overall goal of having a diverse workforce.	a) Forward all job openings to IPSS personnel for distribution to the Lummi, Nooksack, Samish, Sauk-Suiattle, Stillaguamish, Swinomish, Upper Skagit, and Tulalip Tribes.  b) Provide information on how to access DSHS personnel site.  c) All Tribes to be invited to participate in DVR's Mentoring program and Rehabilitation Academy	Increase number of American Indian staff within DVR.  Continuous  <a href="http://www.dop.wa.gov">http://www.dop.wa.gov</a> <a href="http://careers.wa.gov">http://careers.wa.gov</a>  Mentoring program is informal.	Sherri Mason, Administrative Assistant As openings become available	DVR continues to send job opening announcements statewide to IPSS unit for dissemination to all tribes.  A) Mentoring program is still going, but not as strong as it could be; Leadership Cadre no longer exists. B) Sherri to send employment opportunities directly to 121 Tribal Directors and cc: Julie Jefferson, IPSS (continuous) C) Training announcements will be sent out as they are announced. DVR is impacted by statewide hiring freeze until further notice; no internal customer internships are available during hiring freeze. Sherri will forward training calendar

## Policy 7.01 Plan and Progress Report

Timeframe: July 1, 2007 to June 30, 2008

Annual Due Date: April 2 (Submit Regional Plan submitted to the Assistant Secretary) and April 30 (Submit Assistant Secretary's Plan submitted to IPSS).

Implementation Plan				Progress Report
Goals/Objectives	Activities	Expected Outcome	Lead Staff and Target Date	Status Update for the Fiscal Year Starting Last July 1
<p>3a) Work together to determine need for negotiations and or implementation of local Tribal-State agreements, protocols, MOU's, contracts, processes.</p> <p>3b) Improve communication</p>	<p>a) DVR and Tribal members will meet quarterly to review current working relationship, discuss issues, concerns, and processes with DVR liaison staff to ensure on-going communication and information is shared with regards to program needs.</p> <p>b) Provide educational information to Tribes on the array of available VR services as requested and assist in creating joint training partnerships with ICW and DDD</p>	<p>a) Opportunity to discuss issues impacting VR services and to develop stronger partnerships between Tribes and DVR.</p> <p>b) DVR to provide information on DVR services for Tribal newspapers</p>	<p>Ron Falberg, Area 2 Mgr Lynnae Rutledge, Director Area Tribes, DVR Supervisors and VR Tribal Liaison staff 2008 dates: 1/24, 4/24, 8/28, 10/23  B) Sherri Mason will gather information to submit article in Tribal newspapers</p>	<p>DVR has continued to assist Tribes with consultations and letters of support to pursue 121 VR grant funding. Currently there are 7 AIVRPs (American Indian Vocational Rehabilitation Programs) statewide. DVR MOU's with 7 AIVRP and Department of Services for the Blind (DSB) was updated 2008.</p> <ol style="list-style-type: none"> <li>1) Need to find a way to compare data for jointly enrolled cases. Do not need to share names; just numbers.               <ol style="list-style-type: none"> <li>a) Add information to orientation for Tribal VR services.</li> <li>b) Darcy Haughian from Mt. Vernon has PowerPoint version of the addition for her office which has been forwarded to all Region 3 DVR offices.</li> </ol> </li> <li>2) Is it possible to get a mutual agreement for TVR &amp; VR to share case information for affiliation purposes? Still researching</li> <li>3) Fee for Service: All 121 programs are interested in this service per the MOU. Types of services: CRP programs; need guidelines on how to do this since Tribes are federally funded, but not CARF certified. DVR is implementing this plan. Meetings are scheduled and the tentative date will be identified by 3/31/09. We will discuss this issue at the 4/23/09 7.01 meeting.</li> <li>4) Meetings that share services: all agency partnerships to include tribal agencies. Ron Falberg to follow up with DDD for round table conversation. (Regional meeting w/other agencies April 23-2009 at Lummi)</li> <li>5) Help with website to get tribal information posted that shows the counties where Tribes are located. Avreayl Jacobson completed 9/15/08.</li> <li>6) How much time do VRCs spend with the Tribes? Ron Falberg would like to work with the 121 Directors to visit each reservation with VRC liaisons.</li> <li>7) Sharey Cleveland from Colville Tribe is 121 Tribal liaison to the on DVR Rehab Council and Jana Finkbonner from NIVRP is the 121 Tribal liaison to the State Independent Living Council</li> </ol>

## Policy 7.01 Plan and Progress Report

Timeframe: July 1, 2007 to June 30, 2008

Annual Due Date: April 2 (Submit Regional Plan submitted to the Assistant Secretary) and April 30 (Submit Assistant Secretary's Plan submitted to IPSS).

Implementation Plan				Progress Report
Goals/Objectives	Activities	Expected Outcome	Lead Staff and Target Date	Status Update for the Fiscal Year Starting Last July 1
4. Identify all Tribal Health Centers, High Schools, Colleges, and Universities; Tribal Indian Child Welfare and Family Service Departments	a) DVR Liaison staff will meet with Tribal Staff as needed to evaluate current referral process b) Establish and maintain current list of DVR personnel who have responsibility to ensure policies, procedures, and agreements are monitored and upheld	a) Seamless referral and intake process for meeting with customers as needed b) Distribute contact information to Tribal staff.	DVR Supervisors and liaison staff Ron Falberg, Area 2 Mgr Julie Jefferson, IPSS	Each DVR office has outreach to all schools within their catchment area. DVR liaisons will continue providing transition services to tribal locations. Ron Falberg, will email information to tribal liaisons: Catherine Herring, Brenda Cook, Barry Aberle Julie Jefferson will write to tribes for a list of liaisons they have in schools on the reservations.
5. All key personnel will have knowledge of Federal and State American Indian Law.	Participate in required training	a) Completion of 7.01 b) Gov. to Gov trng, c) Centennial Accord d) And other pertinent training on-going as needed for VR staff.	Ron Falberg, Continuous  Julie Jefferson, IPSS 7.01 and Gov to Gov trng	DVR will look at staff transcripts to update training needs. Julie Jefferson, IPSS to follow up with Helen regarding 7.01 training Next CANAR meeting May 10-13, 2009 in Alaska
6. Contact Recognized American Indian Organizations (RAIO)  Seattle Indian Heath Board (SIHB) Small Tribes of Western WA United Indian of All Tribes Foundation (UIATF)	Send introduction letters	Create a 7.01 Plan	Sherri Mason	Letters to be sent by April 1, 2009
7. Contact Snoqualmie Tribe	Send introduction letter	Create 7.01 Plan	Sherri Mason	Letter to be sent by April 1, 2009

## Area 3 Colville Tribe 2009 7.01

### Policy 7.01 Plan and Progress Report

Timeframe: July 1, 2008 to June 30, 2010

Annual Due Date: April 2 (Submit Regional Plan submitted to the Assistant Secretary) and April 30 (Submit Assistant Secretary's Plan submitted to IPSS).

Implementation Plan				Progress Report
(1) Goals/Objectives	(2) Activities	(3) Expected Outcome	(4) Lead Staff and Target Date	(5) Status Update for the Fiscal Year Starting Last July 1
1. Share data regarding Native American Tribal Affiliation by County Report on quarterly basis.	Send report to Colville Confederated Tribes AIVRP Director on quarterly basis.	Colville AIVRP program staff will have updated information on the number of tribal members receiving VR service.  Improved coordination and service provision to tribal members.	Teresa Kutsch Quarterly	Data continues to be shared on quarterly basis.
2. Ensure that efforts are made to recruit/hire American Indian staff to meet the overall goal of having a diverse workforce.	Forward all job openings to AIVRP Director and IPSS Regional Manager.  Provide information on how to access DSHS personnel site.	Increase number of American Indian staff within DVR.	Genie Ybarra Duane Johnson	Ongoing – Job Openings are shared in timely manner.
3. Work together to determine need for negotiations and/or implementation of local Tribal-State agreements, protocols, MOU's, contracts, processes.  Improve communication	DVR and Tribal members will meet quarterly to review current working relationship, discuss issues, concerns, and processes with DVR liaison staff to ensure on-going communication of information is shared with regards to program needs.  Provide information on VR services as requested and assist in creating joint training partnerships with other DSHS agencies.	Opportunity to discuss issues impacting VR services and to develop stronger partnerships between Tribes and DVR.	Lynnae Rutledge, Director  Teresa Kutsch, Area 3 Manager  Duane Johnson, Vocational Rehabilitation Supervisor	Local VR staff meets with Colville TVR program staff on monthly basis.  DVR Leadership has continued to support Colville TVR program staff through consultations and letters of support to maintain 121 VR grant funding.  AIVRP, DSB and DVR leadership meet on quarterly basis and annually to



			DVR Tribal Liaisons	maintain open communication and update MOU. MOU updated in December 2008.
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### Area 3 Kalispel Tribe and RAIOS 2009 7.01

Policy 7.01 Plan and Progress Report				
Timeframe: July 1, 2008 to June 30, 2010				
Annual Due Date: April 2 (Submit Regional Plan submitted to the Assistant Secretary) and April 30 (Submit Assistant Secretary's Plan submitted to IPSS).				
Implementation Plan				Progress Report
(1) Goals/Objectives	(2) Activities	(3) Expected Outcome	(4) Lead Staff and Target Date	(5) Status Update for the Fiscal Year Starting Last July 1
Develop 7.01 plans with all Indian Tribes and Recognized American Indian Organizations (RAIO) in Region 1.  Kalispel Tribe, Usk, WA American Indian Community Center, Spokane, WA N.A.T.I.V.E Project, Spokane, WA	Send Letter of Introduction and Invitation	Develop 7.01 Plan	Teresa Kutsch and Genie Ybarra by April 1, 2009	In-progress

## Area 3 Spokane Tribe 2009 7.01

### Policy 7.01 Plan and Progress Report

Timeframe: July 1, 2008 to June 30, 2010

Annual Due Date: April 2 (Submit Regional Plan submitted to the Assistant Secretary) and April 30 (Submit Assistant Secretary's Plan submitted to IPSS).

Implementation Plan				Progress Report
(1) Goals/Objectives	(2) Activities	(3) Expected Outcome	(4) Lead Staff and Target Date	(5) Status Update for the Fiscal Year Starting Last July 1
1. Share information regarding American Indian Vocational Rehabilitation Program funding, contracting with DVR to provide job placement and retention services, and Ticket to Work as options for serving tribal members with disabilities.	Tribal Leaders and DVR Leaders will meet in Wellpinit.	Spokane Tribe will have information regarding options.	Bob Brisbois, Debra Wulf, Ann Dahl, Teresa Kutsch, Avreayl Jacobson, and Duane Johnson	Completed on January 28, 2009
2. Develop program and services that will support tribal members with disabilities to obtain and maintain employment.	DVR will provide technical support and assistance as needed.	Spokane Tribe will be able to provide culturally relevant vocational rehabilitation services to tribal members.	Same as above	
3. Share information regarding the contracting process and establishing a fee-for-service contract with DVR.	DVR will invite tribal leaders to CRP training.	Spokane Tribe will establish a fee-for-service contract with DVR.	Avreayl Jacobson, March 31, 2009	Completed March 2009.

## Area 3 Yakama Tribe 2009 7.01

### Policy 7.01 Plan and Progress Report

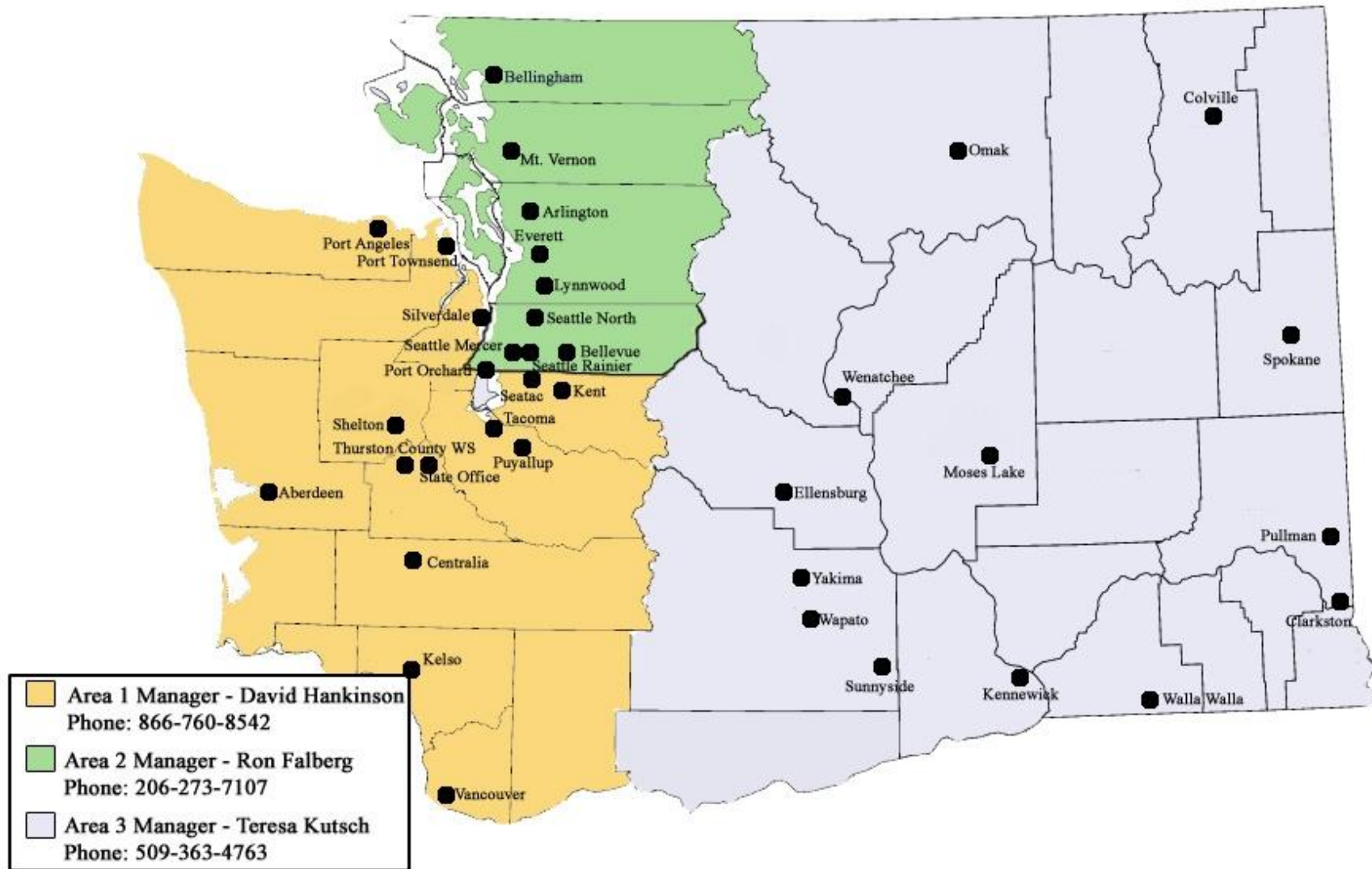
Timeframe: July 1, 2008 to June 30, 2010

Annual Due Date: April 2 (Submit Regional Plan submitted to the Assistant Secretary) and April 30 (Submit Assistant Secretary's Plan submitted to IPSS).

Implementation Plan				Progress Report
(1) Goals/Objectives	(2) Activities	(3) Expected Outcome	(4) Lead Staff and Target Date	(5) Status Update for the Fiscal Year Starting Last July 1
1. Share data on quarterly basis regarding Native American Tribal Affiliation by County Report.	Send report to Yakama Nation AIVRP Director on quarterly basis.	Yakama AIVRP program staff will have updated information on the number of tribal members receiving VR service. Improved coordination and service provision to tribal members.	Teresa Kutsch Quarterly	Data continues to be shared on quarterly basis.
2. Ensure that efforts are made to recruit/hire American Indian staff to meet the overall goal of having a diverse workforce.	Forward all job openings to AIVRP Director and IPSS Regional Manager. Provide information on how to access DSHS personnel site.	Increase number of American Indian staff within DVR.	Genie Ybarra, Administrative Assistant Eileen Fielding	Ongoing – Job Openings are shared in timely manner.
3. Work together to determine need for negotiations and/or implementation of local Tribal-State agreements, protocols, MOU's, contracts, processes.  Improve communication	DVR and Tribal members will meet quarterly to review current working relationship, discuss issues, concerns, and processes with DVR liaison staff to ensure on-going communication of information is shared with regards to program needs.  Provide information on VR services as requested and assist in creating joint training partnerships with other DSHS agencies.	Opportunity to discuss issues impacting VR services and to develop stronger partnerships between Tribes and DVR.	Lynnae Rutledge, Director  Teresa Kutsch, Area 3 Manager  Eileen Fielding, Vocational Rehabilitation Supervisor  DVR Tribal Liaisons	Local VR staff meets with Yakama TVR program staff on monthly basis.  DVR Leadership has continued to support Yakama TVR program staff through consultations and letters of support to maintain 121 VR grant funding.  AIVRP, DSB and DVR leadership meet on quarterly basis and annually to maintain open communication and update MOU. MOU updated in December 2008.

## Addendum 1: DVR Area Map

# Washington State Division of Vocational Rehabilitation (DVR) Areas, Office Locations and Main Area Contacts



## **Addendum 2: 2009 MOU**

### **STATEWIDE AGREEMENT AMERICAN INDIAN VOCATIONAL REHABILITATION PROGRAMS**

**And**

### **DEPARTMENT OF SOCIAL AND HEALTH SERVICES DIVISION OF VOCATIONAL REHABILITATION**

**And**

### **DEPARTMENT OF SERVICES FOR THE BLIND**

In the spirit of offering services to enhance the independence of individuals with disabilities in Washington State the American Indian Vocational Rehabilitation Programs (AIVRP), the Department of Services for the Blind (DSB) and the Washington Division of Vocational Rehabilitation (DVR) agree to work cooperatively to facilitate access to vocational rehabilitation services for American Indians and Alaskan Natives with disabilities who want to work. This Agreement represents the cooperation, coordination, and collaboration necessary to create an effective service delivery partnership designed to increase employment opportunities for those served by our programs.

The parties to this Agreement commit to upholding and promoting the values and principles contained in the Rehabilitation Act of 1973, as amended. DVR, DSB, and AIVRP will meet all required obligations and responsibilities contained in their respective federal, tribal and/or state laws and regulations.

This Agreement will not abridge any powers, rights or responsibilities under applicable federal, tribal, and/or state laws, state and/or constitutions, standards, administrative rules or Executive Orders of either party. All activities under this Agreement will be carried out in accordance with these conditions, laws, rules, standards and orders.

#### **PARTIES TO THE AGREEMENT**

- ◆ Colville Confederated Tribes VR Program
- ◆ Cowlitz Tribal Vocational Rehabilitation Program
- ◆ Lummi Nation Vocational Rehabilitation Program
- ◆ North Intertribal Vocational Rehabilitation Program
- ◆ Samish Nation Vocational Rehabilitation Program
- ◆ South Puget Intertribal Planning Agency Vocational Rehabilitation Program
- ◆ Yakama Nation Vocational Rehabilitation Program
- ◆ Nisqually Indian Tribe
- ◆ Washington Department of Services for the Blind
- ◆ Washington Division of Vocational Rehabilitation

## **SERVICE POPULATION**

The Congress of the United States mandates DVR and DSB to serve all eligible individuals with disabilities, including American Indians and Alaskan Natives who are members of federally recognized tribes, within Washington State.

The Congress of the United States mandates an AIVRP to provide vocational rehabilitation services to eligible American Indians and Alaskan Natives with disabilities living on or near a reservation. The defined service area shall be established by the individual AIVRP.

## **PURPOSE**

All AIVRPs funded by Rehabilitation Services Administration (RSA) are required to have a written cooperative agreement with DVR and DSB.

All parties to this Agreement have a responsibility to provide quality vocational rehabilitation services to individuals with disabilities, to assist such individuals to become more empowered, more independent and economically self-sufficient through employment outcomes which provide meaningful, gainful and sustained work. Consistent with this responsibility, the goal of this Agreement is to ensure:

1. American Indians and Alaskan Natives receive the fullest scope of vocational rehabilitation services possible;
2. American Indians and Alaskan Natives are offered an informed choice of program, services and service providers;
3. A cooperative and service-oriented relationship is established and maintained between DVR, DSB and AIVRP; and
4. The individual programs and their consumers benefit from shared expertise, shared training, professional collaboration and the enhanced capabilities that will necessarily grow from this relationship.

This Agreement will not place restrictions on any program in the delivery of vocational rehabilitation services to American Indians and Alaskan Natives with disabilities, nor will it abridge the absolute rights of the individuals receiving services.

## **SHARED VALUES AND PRINCIPLES**

Parties to this Agreement agree to the following shared values and principles:

- ◆ AIVRP, DSB and DVR are equal partners with special sets of expertise in serving consumers successfully
- ◆ Mutual respect for cultural contributions, traditions and values
- ◆ The invaluable contributions and wisdom of our elders
- ◆ Independence for people with disabilities
- ◆ Individuals with disabilities can work
- ◆ Informed choice
- ◆ Cooperation among partners improves and expands the quality of employment outcomes for consumers of vocational rehabilitation programs
- ◆ Successful vocational rehabilitation of American Indians and Alaskan Natives with disabilities requires the provision of professional and culturally appropriate services.

## PROGRAM COORDINATION

All parties to this agreement will:

- ◆ Cooperate in providing vocational rehabilitation services to American Indians and Alaskan Natives with disabilities to ensure full access to all available resources.
- ◆ Jointly serve eligible Alaskan Natives and American Indian consumer cases when it is in the best interests of the individual.
- ◆ To the maximum extent possible, DVR and DSB will use existing information provided by the AIVRP to expedite eligibility determination.
- ◆ Obtain necessary releases of confidential information prior to sharing information about an individual with other parties under this Agreement.
- ◆ Provide consumers with appropriate referral information when they may be eligible and/or may prefer to co-enroll in vocational rehabilitation services from another party to this Agreement.
- ◆ Provide AIVRP and state vocational rehabilitation counselors with adequate time to work cooperatively on cases where an individual is being jointly served by both programs.
  - Programs will maintain separate case service records.
  - Invite respective vocational rehabilitation counselors to participate in initial interviews, identification of functional barriers to employment, plan development meetings, visits to work sites, and marketing outreach efforts.
  - Individualized Plans for Employment will, when appropriate, be jointly developed and accepted by each partner and consumer to assure delivery of a comprehensive level of services in a coordinated manner.
  - Make prompt decisions on matters which affect the progress of consumer services, and ensure services are not duplicated.
  - Accommodate AIVRP and state vocational rehabilitation counselors with office space, as needed, to meet with American Indians and Alaskan Natives who wish to receive services at an AIVRP or state vocational rehabilitation office other than the office where the individual's vocational rehabilitation counselor is assigned.
- ◆ Agree that consumers maintain the right to seek assistance through established channels, including, but not limited to, the Client Assistance Program, Fair Hearing, Administrative Review and, where applicable, tribal courts.
- ◆ Work together to capture Social Security Reimbursement for all program expenditures.
- ◆ DVR and/or DSB may enter into a fee for services contract with the AIVRP to serve non-native individuals who live within the program's established service delivery area.
- ◆ AIVRP, DVR and/or DSB will work together to identify and designate an experienced staff member within each office and/or territory respectively to act as a liaison to meet with American Indian and Alaskan Native consumers and coordinate with the local AIVRP office.
- ◆ DVR and/or DSB will support staff, in particular the liaison, in attending AIVRP training opportunities.
- ◆ DVR and DSB are committed to working together with AIVRP partners to identify and recruit qualified tribal members as applicants for current and future openings at all levels in the State VR programs. DVR and DSB will continue to develop job shadowing, internship and practicum opportunities to increase employment opportunities for tribal members.

- ◆ DVR and DSB are committed to providing mentoring, training and promoting qualified tribal members to be successful in employment at all levels in the State VR programs.

## **EXCHANGE OF EXPERTISE**

AIVRP, DSB and DVR will:

- ◆ Meet at least annually to coordinate program, service and/or jurisdictional issues that may arise.
- ◆ Maintain open communication to ensure program and consumer information of mutual concern is shared:
  - Technical or legal questions that arise requiring professional consultation.
  - Computer technology related to providing vocational rehabilitation services, including the shared data systems.
  - Current information regarding Community Rehabilitation Programs and Independent Living Providers certified to provide services to participants.
- ◆ Exchange training, consultation, technical assistance, assessment tools, and other program information to enhance service delivery to American Indians and Alaskan Natives with disabilities.
  - Parties will consult with one another in the development of joint curriculum for training.
  - Information on training opportunities will be disseminated to all parties, as appropriate.
  - AIVRP, DSB and DVR will share information regarding training opportunities and include staff in training whenever possible and will offer training that will maximize cultural competence and enhance ability to better meet the needs of American Indians and Alaskan Natives with disabilities.
  - Regional training sessions will incorporate training specific to the interaction between AIVRP, DVR, and DSB.
  - Assist in accessing work related information through the Social Security information process.

## **MODIFICATIONS AND TERMINATION OF THIS AGREEMENT**

This Agreement is intended to be a living document, changing as necessary, to meet the needs of the parties and the service population. Amendments, revisions and addenda to this Agreement shall be entered into with mutual agreement of the parties noted.

This Agreement may be terminated by any party; such termination must be delivered, in writing, (30) thirty days in advance, to all parties. By such termination, no party may nullify obligations incurred prior to the effective date of the termination.

Directors of Tribal Vocational Rehabilitation programs, DVR and DSB will meet annually to review the MOU and consider amendments.

## **TERM**

This cooperative Agreement shall take effect from the date of signature and shall continue, without disruption, through consecutive grant periods of the AIVRP, unless amended as noted above.

## **GENERAL PROVISIONS**



Nothing in the Agreement shall be construed as a waiver of the sovereign immunity of the tribes.

Signature by DVR, DSB and each AIVRP official will engage the MOU for that AIVRP.

If any element of this Agreement is determined to be invalid, the remainder of the provisions within this Agreement will not be affected.

#### **SIGNATORIES TO THE AGREEMENT**

- ◆ Colville Confederated Tribes VR Program
- ◆ Cowlitz Tribal Vocational Rehabilitation Program
- ◆ Lummi Nation Vocational Rehabilitation Program
- ◆ Nisqually Tribe Vocational Rehabilitation Program
- ◆ North Intertribal Vocational Rehabilitation Program
- ◆ Samish Nation Vocational Rehabilitation Program
- ◆ South Puget Intertribal Planning Agency Vocational Rehabilitation Program
- ◆ Yakama Nation Vocational Rehabilitation Program
- ◆ Washington Department of Services for the Blind
- ◆ Washington Division of Vocational Rehabilitation